

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
December 20, 2001
MINUTES**

**THREE HUNDRED AND
FORTY FIRST MEETING**

The three hundred and forty first meeting of the Ventura County Community College District Personnel Commission was held on Thursday, December 20, 2001.

1. CALL TO ORDER

Chairman Tony Grey called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners Tony Grey, James King, and new commissioner Barbara Harison were present at the meeting. Patricia Parham, Director of Personnel and Secretary of the Personnel Commission, was also present.

The Oath of Office was administered to Barbara Harison by Chairman Grey.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

On motion by Mr. King, seconded by Mr. Grey, the commissioners approved the minutes of the November 20, 2001 meeting of the Personnel Commission. Ms. Harison abstained from voting. (4-61)

5. CORRESPONDENCE

None

6. REPORTS

a. Board of Trustees Meeting – John Matulich

Due to illness, Dr. Matulich was unable to attend the meeting. It was reported that Norman J. Nagel is the new President of the Board of Trustees, and also that the board approved placement on the ballot of a bond initiative to benefit the district.

b. Director's Report – Patricia Parham

Ms. Parham reported that many new positions have been posted and advertised, and names for the Chief of Police position have been certified. She said thirteen vacancies have been filled in the last month. She reviewed the ongoing

recruitment for temporary and substitute positions. She reported that few positions are being filled and the process may no longer be necessary.

Ms. Parham reviewed the status of the department budget. She discussed the developing online application and its impact on the budget, the expense of replacing a computer in the department, and the legal funds which have been expended. She reported that she has asked for additional legal funds from Mike Gregoryk, and there was a discussion of the legal expenses to date, as well as other line items on the budget.

c. Commissioners' Report

Mr. Grey reported he had been unable to contact Jack Lipton regarding his memo concerning the Personnel Commission meeting agenda. Mr. Grey also said he had spoken to Chancellor Westin, who informed him he was wrong in his interpretation of the chancellor's comments regarding Patricia Parham's involvement in the process of approving Professional Experts.

The commissioners discussed the bond issue and its impact on the community and the district. Mr. King said he would be spending time to support the bond and hoped his colleagues would do the same.

7. OLD BUSINESS

a. Professional Experts

Ms. Parham said she had received a response to her correspondence to Chancellor Westin regarding the analysis of the professional expert form. Commissioners reviewed the nine individuals placed since the lifting of the freeze, and Ms. Parham said she doesn't know if they fit the profile because she knows nothing about them other than what she sees posted on the web.

Mr. King briefly updated the status of this issue for Ms. Harison and the commissioners discussed the benefit of asking Ms. Parham to request copies of the forms and monitor the hiring of professional experts. It was agreed it would not be a good use of time because the commission would have no recourse if they find fault. Commissioners asked staff to prepare a list of those individuals hired since the freeze was lifted, and agreed the topic will remain on the agenda each month.

b. Conflict of Interest

Ms. Parham reviewed correspondence received from the chancellor regarding Conflict of Interest and advised that commissioners will now be included and will be receiving forms for the new calendar year.

c. Disciplinary Hearings

1. Student Services Assistant II

Ms. Parham advised this hearing has been scheduled for March 19, 20, 21, and 22, 2002.

2. Community College Police Sergeant

Ms. Parham advised this hearing was closed December 12, 2001. Closing briefs are being prepared and we expect to have a recommendation sometime in March. Ms. Parham further advised that both parties have requested the recommendation be released to all parties at the same time, and she asked if the commission would agree to that. After much discussion, it was agreed to allow the hearing officer to release his recommendation to the commission and all parties at the same time. The commissioners directed Ms. Parham to advise the hearing officer of their decision.

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS

a. Alternate Text Production Specialist (8-111)
Recommended Classified Salary Schedule #325 (\$4,673-\$6,450/mo)

The commissioners discussed the duties and the reporting relationship for this position. Ms. Parham explained this is not a supervisory position but the incumbent has the expertise and will market the program.

b. Lifeguard (8-112)
Recommended Classified Salary Schedule #110 (\$1,477-\$1,930/mo)

Ms. Parham explained the justification of the salary range. The commissioners requested the following changes or additions to the job description: under *Ability To*, add "and rescue" to "Swim;" add "and administer automatic electronic defibrillator" to "Perform First Aid and CPR;" remove the words "American Red Cross" from *Licenses and Other Requirements*; add "Exposure to sun for prolonged period of time" to *Hazards*.

c. Family Development Assistant (8-113)
Recommended Classified Salary Schedule #205 (\$2,451-\$3,391/mo)

On motion by Mr. King, seconded by Ms. Harison, the commissioners unanimously approved the three job descriptions as amended.

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Alternate Text Production Center Supervisor (9-81)

On motion by Mr. King, seconded by Ms. Harison, the commissioners unanimously approved the proposed revisions to the classification specifications.

10. RECLASSIFICATION

Leanne Colvin – Moorpark College (10-65)
From Administrative Assistant I (#220) to Administrative Assistant II (#230)

On motion by Ms. Harison, seconded by Mr. King, the commissioners unanimously approved the reclassification of Ms. Colvin.

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

a. Election of Chair/Traditional Rotation (19-141)

On motion by Mr. Grey, seconded by Ms. Harison, Mr. James King was unanimously elected Chair of the Personnel Commission.

b. Approval of Annual Report (19-142)

On motion by Mr. King, seconded by Ms. Harison, the commissioners unanimously approved the final draft of the Personnel Commission Annual Report.

20. PUBLIC COMMENTS

Mr. Dave Thomas, classified employee at Moorpark College, wished all a "Happy Holidays."

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission will be Thursday, January 17, 2002, at 7:00 p.m.

22. RECESS TO CLOSED SESSION

The meeting recessed to Closed Session for the purpose of discussing the performance evaluation of the Director, Personnel.

23. RECONVENE IN OPEN SESSION

The general meeting reconvened at 9:04 p.m. Mr. Grey announced the commissioners had completed the evaluation of the Director, Personnel, and it had been accepted and filed. There was no other report.

24. ADJOURNMENT

Mr. Grey adjourned the meeting at 9:05 p.m.